

## ROUTING AND RECORD SHEET

SUBJECT (Optional)  
New Recruitment Initiatives

FROM: D/OTE  
1026 C of C

EXTENSION

NO. OTE 85-1603

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA  
7D24 Hqs.

2.

3.

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12.

13.

14.

15.

Harry, Its looking  
pretty good &  
done - in - house.  
We may save 30K  
to give back to you  
or apply to something  
else with your O.K.  
f

OTE 85-1603

2 AUG 1985

MEMORANDUM FOR: Deputy Director for Administration

STAT FROM:

Director of Training and Education

SUBJECT: OTE Support to New Recruitment Initiatives

REFERENCE: DDA Memo, dated 11 June 1985, 85-2044/3,  
Same Subject

1. This memorandum responds to your request for a progress report on OTE's work on unclassified catalog of courses which supports the new recruitment initiatives.

2. OTE has developed a concept around which we plan to develop the catalog. We now are in the process of drafting various segments of the catalog. We have also requested each of the Agency's publications production components to submit design plans for the catalog.

3. We are hopeful that we will have a draft version of the catalog ready for review by mid September.

STAT

STAT

OTE/ADC/ [ ] cg:31 July 1985 [ ]

Distribution:

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